



USDA Office of the Chief Information Officer

## Information Technology Services - ITS

Minnesota

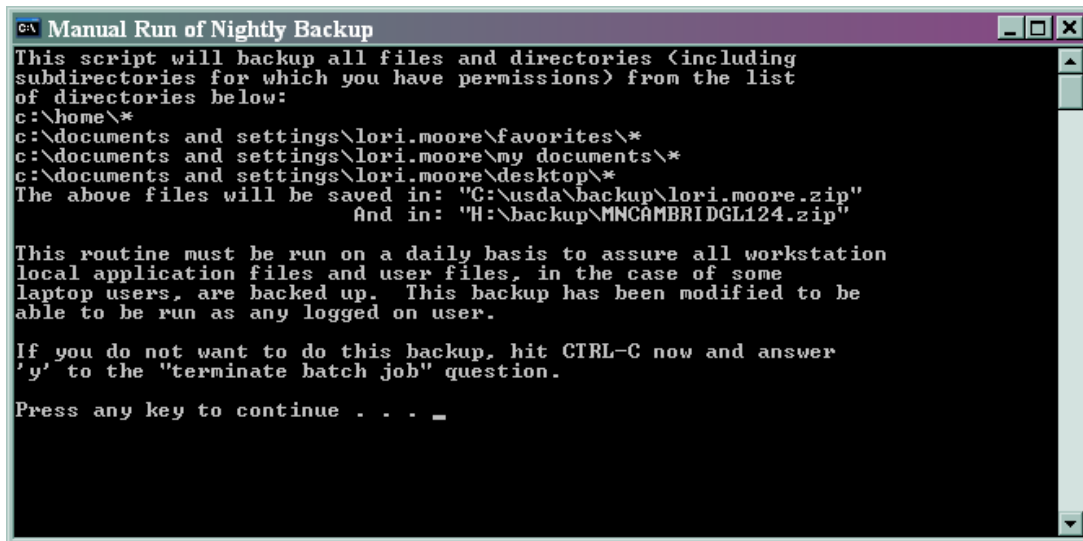
### PERFORMING A MANUAL BACKUP OF LOCAL FILES “NIGHTLY BACKUP”

You may manually back up local files stored on the workstation. This will make a copy of all files stored in c:\home and save it onto the local server. *This process only needs to be run when the workstation will not be on the network during the nightly backup. (i.e. powered off, laptop taken out, etc.)*

**When performing the manual backup make sure that all other programs are closed.**



Click [ Start ] → All Programs → USDA Applications → Backup → Manual Run of Nightly Backup



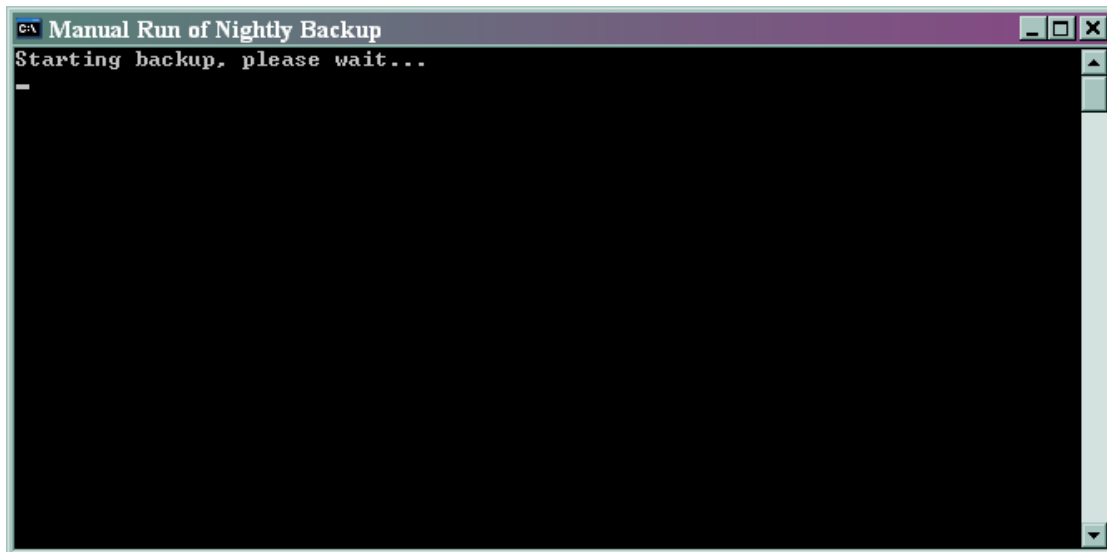
```
C:\ Manual Run of Nightly Backup
This script will backup all files and directories (including
subdirectories for which you have permissions) from the list
of directories below:
c:\home\*
c:\documents and settings\lori.moore\favorites\*
c:\documents and settings\lori.moore\my documents\*
c:\documents and settings\lori.moore\desktop\*
The above files will be saved in: "C:\usda\backup\lori.moore.zip"
And in: "H:\backup\MNCAMBRIDGL124.zip"

This routine must be run on a daily basis to assure all workstation
local application files and user files, in the case of some
laptop users, are backed up. This backup has been modified to be
able to be run as any logged on user.

If you do not want to do this backup, hit CTRL-C now and answer
'y' to the "terminate batch job" question.

Press any key to continue . . . _
```

Press any key to continue the backup.



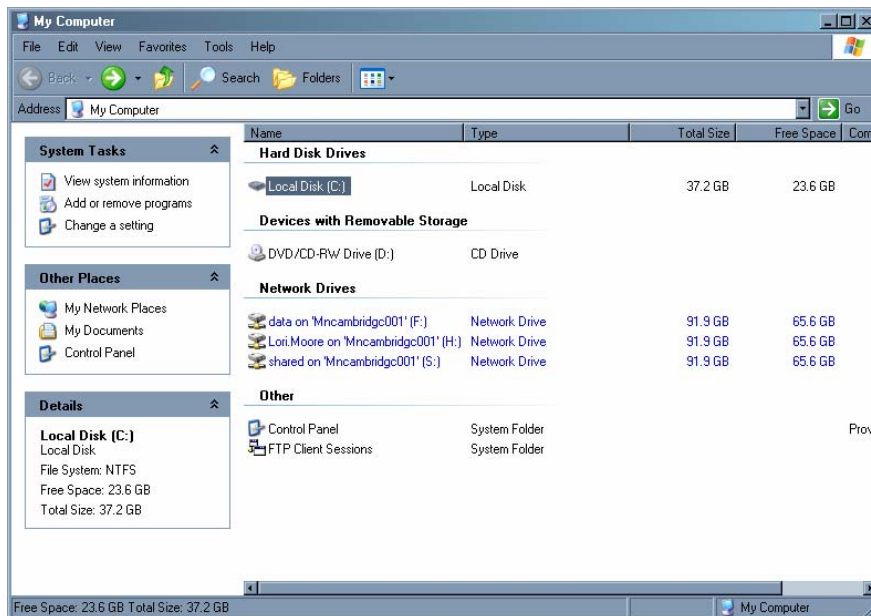
```
C:\ Manual Run of Nightly Backup
Starting backup, please wait...
_
```

The backup will run. When the backup is completed the above screen will disappear.

- ➡ *An IT Staff member must configure the backup file to include all desired files not in c:\home for this process to work. This process is essential for laptop users that store files locally and users that maintain stand-alone applications that save files to the local hard drive.*

## Verifying Backup

Double click on My Computer



Double Click on firstname.lastname on mnxxxxxxc001 (H:)

Double Click on Backup

To verify your backup double click on your computername.zip. You should see a list of files that were backed up as below.

